

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Assessment and Prevention – Administrative Support		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under the general direction of the Assessment and Prevention Social Work Supervisor. Verbal and/or written assignments are guided by agency policies and procedures. Work performed involves considerable independent judgment seeking supervisory consultation as needed. This position receives minimum daily supervision and may be physically removed from the direct supervisor with direct supervision limited to periodic checks.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
45%	E	<p>Administrative Support</p> <ul style="list-style-type: none"> — Assists Assessment and Prevention Social Worker Specialists with completing case specific forms, case plan checklists, files case related materials and assists in maintaining case files. This includes receipt of documents and maintenance of files for closed cases and the review of files and purging of documents in preparation for shipment to archives for storage. — Labels and organizes unit files. — Collects and distributes all unit mail, faxes and other correspondence. — Answers the phone as needed. — Screens callers and visitors while providing information or direction for customers as needed. — Creates letter templates, database tables and spreadsheets. — Scans paper documents in pdf format.
40%	E	<p>Clerical Support</p> <ul style="list-style-type: none"> — Tracks data for unit and the division utilizing spreadsheets and data systems. — Monitors and serves as a scheduler for intakes to assure timely assignment. — Utilizes computer systems and multiple data bases to research, investigate and document information on new intakes as a supplement to the Social Worker Specialists' intake information and to complete required background checks on all adults in the home of assigned intakes. — Assists Social Worker Specialists in gathering case information, researching community resources available to assist families. — Mails social service cases to area offices when transferred. Coordinate with other PPS lines of business in order that the file is merged and forwarded as a single case file — Prepares new files by putting in proper order, labeling and assists in maintaining closed unit files. — Organizes copies and gathers information for meetings, case reviews and audits as requested by the Assessment and Prevention Services Administrator. — Gathers information in response to court orders, other case records requests, processes journal entries received from the court and contacts community providers to obtain information as requested by the Social Worker Specialists and Social Work Supervisors. — Participates in and takes minutes for unit meetings.
15%	E	<p>Other Duties</p> <ul style="list-style-type: none"> — Provide assistance to clients wanting to make a report of abuse/neglect by providing the phone number & location necessary to make a report directly to KPRC. — Provides back up support for Social Worker Specialists as assigned on specific cases. — Attend all training, unit meetings, individual conferences and workgroups as required and assigned.

— Provide support in absence of other team members, including coverage of the front desk.
Complete all other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Tasks not completed as assigned will impede the work of the team. Clients may not receive information or services in a timely manner and additional stress on the child and family may result. Late or omitted reports and/or forms place the agency out of compliance with laws, regulations and procedures

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with social service staff, regular contact with consumers from the community and staff from social service agencies necessary to complete assigned tasks.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress from facing hostile clients. Stress resulting from deadlines and use of office equipment on a repetitive basis. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences and providing assistance other office locations within the region.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School diploma or equivalent.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Independent work experience in office support/clerical work including basic computer skills and software application skills.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date